

**NOAA Grants Management Division**  
**Supplemental Instructions for Use when Completing a**  
**SF-424 Financial Assistance Application to be submitted to NOAA**

**SF424, APPLICATION FOR FEDERAL ASSISTANCE**

(Revised Form dated 7-97.)

**Block 1.                   TYPE OF SUBMISSION:**

**"Application"** should be checked if this is the formal document submitted by the applicant upon which an award will be made.

**"Preapplication"** should be checked if this is the document used for submission by the applicant to the Program Officer (only) for a concurrent review or as a planning document "rough draft" of the formal application to work through all problem areas. This use of the "preapplication" will be reviewed by both the Program Officer and the Grants Specialist with comments/corrections sent back to the applicant for inclusion in the formal application. The use of the preapplication is optional. **The date of the preapplication will not be considered as the application date. No award can be made from this document.**

**Block 2.                   DATE SUBMITTED:**

The date submitted to the Federal agency is very important and if not completed will delay processing of the application.

**Block 3.                   DATE RECEIVED BY STATE:**

For applications required to be submitted to a State Single Point of Contact (SPOC), indicate here the date that the application was received by the state.

SAI: (If applicable--See Block 16.)

**Block 4.                   DATE RECEIVED BY FEDERAL AGENCY:**

Date will be entered by Federal Agency upon receipt.

FEDERAL IDENTIFIER:       If other than "New" is checked under Block 8, Applicant must complete this block. (Use current NOAA award number.)

**Block 5.                   APPLICANT INFORMATION: Self-Explanatory**

**Block 6.                   EMPLOYER IDENTIFICATION NUMBER:**

Number assigned by Internal Revenue Service. Obtain from Business Office. **Must be included.**

**Block 7.                   TYPE OF APPLICANT:**

NOTE: For purposes of this application, State universities are considered Institutions of Higher Learning (I) - not state. Covered under OMB Circular A-110.

**Block 8. TYPE OF APPLICATION:**

Applicants for a Nondiscretionary Assistance Program should write "NONDISCRETIONARY" in Block 8.

"Nondiscretionary Assistance Program" means any NOAA program providing financial assistance (1) under which the amount of funding for, and the intended recipient of, the financial assistance is specified by Congress in the NOAA appropriation; or (2) the recipients of which have customarily been a State or an interstate fishery commission.

Programs whose recipients have customarily been a State or an interstate fishery commission are:

Anadromous Fish Conservation Act Program (CFDA 11.405),  
Interjurisdictional Fisheries Act of 1986 (CFDA 11.407),  
Cooperative Fishery Statistics (CFDA 11.434),  
Southeast Area Monitoring & Assessment Program (CFDA 11.435),  
Columbia River Fisheries Development Act (CFDA 11.436),  
West Coast Fisheries Data Program (CFDA 11.437),  
Pacific Salmon Treaty Program (CFDA 11.438),  
Marine Mammal Data Program (CFDA 11.439),  
Alaska Salmon Enhancement Program (CFDA 11.458).  
Atlantic Coastal Fisheries Cooperative Management Act (CFDA 11.474)

NOAA is required to process such applications within 75 days after submission.

**Block 9. NAME OF FEDERAL AGENCY:**

Insert: NOAA

**Block 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER (CFDA):**

a. Number: See Attachment A for NOAA Program Numbers. If number for program for which you are applying is not listed in the CFDA, refer to the Federal Register Program Announcement. If the number is not listed in either publication, leave blank.

b. Title: If title of program for which you are applying for Federal Assistance is not listed in the CFDA, insert program name, e.g., PELAGIC FISH.

NOTE: CFDA-Catalog of Federal Domestic Assistance. All universities and states have them. Can be obtained from [Http://aspe.os.dhhs.gov/cfda/intro.htm](http://aspe.os.dhhs.gov/cfda/intro.htm) or from the Superintendent of Documents, Government Printing Office, Washington, DC 20402 and public libraries.

**Block 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**

Use key words. Provide concise description.

**Block 12. AREAS AFFECTED BY PROJECT: Self Explanatory**

**Block 13. PROPOSED PROJECT START DATE:**

Indicate the total period of performance for the project.

Block 14. CONGRESSIONAL DISTRICTS OF:

- a. Self Explanatory                      b. Should relate to No. 12.

Block 15. ESTIMATED FUNDING:

- "a." Funds requested for this budget period of the project (usually 12 months).
- "b." should include all funding for this budget period by the applicant, regardless of type.
- "c." would be used for in-kind contributions, cost sharing, or match from state, unless applicant is a state, in which case "b" would be used.
- "d." would be used for in-kind contributions, cost sharing, or match from local government, unless applicant is a local government, in which case "b" would be used.
- "e." would be used for in-kind contributions, cost sharing, or match from "other sources" not identified in "a through d".
- "f." would be used to show estimated income to be derived from this project, e.g., registration fees, sale of fish, admission fees. Program Income to be used as designated in the NOAA Administrative Special Award Condition.

NOTE: Funds shown in (b.-e.) will be included in the award as contributions/cost sharing/match and cannot be withdrawn or adjusted after awarded.

Block 16. IS APPLICANT SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

Either Block "a." or "b." must be addressed. If date and the SAI are not provided in Block No. 3 above, they must be furnished immediately upon receipt from the SPOC to the Program Officer.

Block 17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Either a. or b. must be completed.

NOTE: If "No" is checked but a review by the NOAA Grants Management Division reveals that the applicant organization (for universities, any campus, for States, any bureau or agency) is delinquent on any payment, i.e., taxes, invoices, etc., the award will not be made until the delinquency has been resolved.

Block 18. SIGNATURES:

Must be signed by legal applicant. (Organization performing work or responsible for performance of work.) Blocks 18 a.-e. must be completed. If approved, the award will be addressed to this person.

NOTE: NOAA does not require submission of signatory authorization with the application package.